

SN Cnoc an Teampaill,
Achadh an Iúir,
Co. an Chabháin.
A82 PF98
Roll No: 17625L



Knocktemple NS.
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Admission Policy of Knocktemple NS

School Address: Virginia, Co. Cavan

Roll number: 17625L

School Patron: The Bishop of Kilmore

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on June 16th, 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Knocktemple NS admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Knocktemple NS is a Catholic co-educational primary school with a catholic ethos under the trusteeship of the Bishop of Kilmore

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects and
- b) a living relationship with God and with other people, and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- d) the formation of the pupils in the Catholic faith

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference

In accordance with S.15 (2) (b) of the Education Act,1998 the Board of Management of Knocktemple NS shall uphold and be accountable to the patron for so upholding ,the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement

- Knocktemple NS is a Catholic, co-educational primary school, which strives to provide a well-ordered, caring, happy and safe environment where the intellectual, spiritual, moral, cultural and physical needs of the children are provided for
- While Knocktemple NS is a school with a Catholic ethos, it welcomes and respects children of all religions and none
- Knocktemple NS does not discriminate on the grounds of gender, age, race, disability, marital status, family status, sexual orientation or against members of the Travelling Community when enrolling pupils or appointing staff
- Knocktemple NS encourages the involvement of parents through home / school contacts
- Knocktemple NS will endeavour to enhance the self-esteem of all pupils in the school and promote in them a respect for people and property
- Knocktemple NS strives to promote the professional and personal development of its teachers
- Knocktemple NS promotes gender equality among its teachers and pupils
- Knocktemple NS endorses the principles of inclusion of pupils with Special Needs as set out in the Education of Persons with Disabilities Act, 2003
- Déanfaidh Scoil Náisiúnta Cnoc an Teampaill, iarracht an Ghaeilge a chothú mar theanga beo na scoile

Our Vision

We strive to provide a well ordered, caring, happy and secure environment, where the intellectual, spiritual, physical, moral, aesthetic and cultural needs of our pupils are identified and addressed. We would like to see all of our pupils grow up to live full and useful lives as adults in society.

Our Aims

In our school we aim to:

- Provide a safe, caring, loving environment that promotes the highest possible achievement for our pupils

- Inspire a love of learning among our pupils which is supported by their parents
- Model best practice in teaching and learning so that all our pupils are enabled to reach their full potential
- Ensure our school is central to the community
- Equip our pupils with the self-esteem, confidence, respect, resilience and tolerance to be responsible and contributing members of a global society
- Enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for themselves, for other people and for property and to encourage the development of personal responsibility

Knocktemple NS has three special classes for children with Autism Spectrum Disorders (ASD). These classes are known as Cairde classes. We aim to offer a positive meaningful educational experience, which allows the children to develop at his/her learning potential in a calm structured environment that offers clarity, encouragement and promotes flexibility.

3. Admission Statement

Knocktemple NS will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

All denominational schools

Knocktemple NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education classes

Knocktemple NS is a school which has established three classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. Admission to our ASD classes (Cairde) requires an up to date psychological assessment or

a report from a HSE/ Enable Ireland multidisciplinary team confirming a diagnosis of ASD using the DSM-V or ICD/10 by a psychologist. This report must also state that placement in an ASD special class attached to a mainstream school is the most suitable placement for the child. All placements are subject to review at the request of the parents and/or the school and/or the National Council for Special Education (NCSE).

4. Categories of Special Educational Needs catered for in the school/special class

Knocktemple NS with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with Autism Spectrum Disorders.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

All denominational schools

Knocktemple NS is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education classes

The special classes attached to Knocktemple NS provide an education exclusively for students with Autism Spectrum Disorders and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes.

6. (a) Oversubscription in mainstream classes

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- (A) Children enrolled in the Cairde classes with a diagnosis of an ASD where staff/parents/guardians/professionals agree that mainstream placement is best for this pupil
- (B) Children who ordinarily reside within the catchment area of Knocktemple NS which comprises of the townlands in Munterconnaught
- (C) Children with siblings, including half siblings, step siblings and foster siblings currently enrolled in the school
- (D) Children of current staff, including ancillary staff

- (E) Children who ordinarily reside in the parish of Castlerahan
- (F) Subject to appropriate provision being made for pupils as defined in (A) (B) (C) (D) and (E) children who ordinarily reside outside, but contiguous to, the parish of Castlerahan will be offered places subject to availability

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

If the applications within categories exceed the number of places available, places will be offered in order of date of birth with preference given to the oldest.

(b) Oversubscription in Cairde (ASD) Classes

In the event that the Cairde (ASD) classes are oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- (A) Children moving from mainstream into a Cairde class with appropriate professional recommendation
- (B) Children who ordinarily reside within the catchment area of Knocktemple NS which comprises of the townlands of Munterconnaught
- (C) Siblings of children including half siblings, step siblings and foster siblings currently enrolled in the school
- (D) Children of current staff, including ancillary staff
- (E) Children who ordinarily reside in the parish of Castlerahan
- (F) Subject to appropriate provision being made for pupils as defined in (A) (B) (C) (D) and (E) children who ordinarily reside outside, but contiguous to, the parish of Castlerahan will be offered places subject to availability

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

If the applications within categories exceed the number of places available, places will be offered in order of date of birth with preference given to the oldest.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a preschool or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude other than in relation to admission to our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, in the case of this school wishing to include a selection criteria based on siblings of a student attending the school
- (g) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Knocktemple National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications
- reports attached to official application form from HSE/Enable Ireland or other professionals

(Please see [section 15](#) below in relation to applications received outside of the admissions period and [section 16](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Knocktemple NS, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Knocktemple NS where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Knocktemple NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Knocktemple NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Pupils may transfer to the school at any time, subject to meeting the terms of the Admissions Policy of the school. Such applications will be dealt with on a case by case basis.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

All such admissions to the school will be dealt with on a case by case basis in accordance with the terms of the Admissions Policy of the school.

16. Declaration in relation to the non-charging of fees

The board of management of Knocktemple National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request can be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

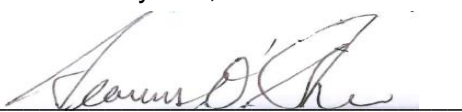
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy will be ratified by the Board of Management of Knocktemple National School at a meeting held on July 17th, 2020.

Signed: 

Date: 17th July 2020

Chairperson, Board of Management

Knocktemple National School